

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM-9 AM 9:50

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Aaron Ringel
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: June 1, 2016 Return: June 3, 2016
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington DC Destination: San Francisco/Silicon Valley, CA Return city: Washington DC
5. Sponsor(s) (who paid for the trip): Information Technology and INnovation Foundation (ITIF)
6. Describe meetings and events attended: Meetings with technology companies focused on R&D and innovation within their individual business areas.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; *and*
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (*Signify that statement is true by checking box*): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:  DATE: 6/9/2016

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Rep. Mike Pompeo DATE: 6/9/2016

SIGNATURE OF SUPERVISING MEMBER: 

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Information Technology and Innovation Foundation (ITIF)

2. Travel Destination(s): San Francisco and Palo Alto, CA

3. Date of Departure: June 1, 2016 Date of Return: June 3, 2016

4. Name(s) of Traveler(s): Aaron Ringel
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	556	437	115	N/A
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Julie Whisman

Name: Jackie Whisman Title: Director of Development and Outreach

Organization: ITIF

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1101 K Street, NW, Suite 610
Washington, DC 20005

Telephone number: (202) 626-5748

Email Address: jwhisman@itif.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Aaron Ringel

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Rep. Mike Pompeo (KS04)

Office address: 436 Cannon House Office Building

Telephone number: 202-225-6216

Email address of contact person: aaron.ringel@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Aaron Ringel
2. Sponsor(s) (who will be paying for the trip): Information Technology and Innovation Foundation (ITIF)
3. Travel destination(s): San Francisco, CA and Silicon Valley, CA
4. a. Date of departure June 1, 2016 Date of return: June 3, 2016
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As Legislative Director for Rep. Pompeo I handle his work on the
House Energy and Commerce Committee, Subcommittee on
Communications and Technology which is relevant to the trip meetings.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 4/25/2016

Mike Pompeo
Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Information Technology and Innovation Foundation (ITIF)
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See Attachment 1
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: June 1, 2016 Date of return: June 3, 2016
7. a. City of departure: Washington, DC
b. Destination(s): San Francisco, CA and Silicon Valley, CA
c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

See Attachment 2

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: _____)

b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
\$65 per day approximately

2) Provide reason for selecting the location of the event or trip: _____
See Attachment 3

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Hyatt Regency San Francisco City: San Francisco Cost per night: 250

Reason(s) for selecting: Cost, availability, central location

Hotel name: Comfort Inn Palo Alto City: Palo Alto Cost per night: 187

Reason(s) for selecting: Cost, availability, central location

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$780	\$437	\$130
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ *or*
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone number: _____

Email address: _____

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 4/2013 by Committee on Ethics

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM – HOUSE ATTACHMENTS

ITIF Education Series Staff Trip to San Francisco and Silicon Valley, CA – June 1 – 3, 2016

ATTACHMENT 1 – Question 4:

We invited staff on committees with jurisdiction over technology and tax issues, and staff from the offices of Members who have demonstrated an interest in those issues.

Josh	Alexander	Senate Select Committee on Intelligence
Chris	Allen	Sen. Pat Roberts
Katelynn	Anderson	Rep. Eric Swalwell
Chris	Armstrong	Senate Finance Committee
Katie	Bailey	House Subcommittee on Government Operations
Gary	Barnett	Sen. Jeff Flake
Ray	Baum	House Subcommittee on Communications and Technology
Gideon	Bragin	Sen. Sherrod Brown
George	Callas	Speaker Paul Ryan
Brandon	Casey	Rep. Richard Neal
Brian	Conlan	Sen. Tammy Baldwin
Chris	Conlin	Sen. Charles Grassley
Andrew	Connery	House New Democrat Coalition
Brett	DeWitt	House Subcommittee on Cybersecurity, Infrastructure Protection, and Security Technologies
Jeff	Dressler	Majority Leader Kevin McCarthy
Kirsten	Duncan	House Committee on Homeland Security
Peter	Feldman	Senate Subcommittee on Consumer Protection, Product Safety, Insurance and Data Security
Jamie	Fleet	House Committee on House Administration
Mike	Flynn	House Subcommittee on Information Technology
Andrew	Geibel	Sen. Bob Menendez
Jennifer	Goedke	Rep. Mike Thompson
Mike	Goodman	Rep. Ron Kind
Tyler	Grassmeyer	Sen. Ben Sasse
Bill	Greenwalt	Senate Committee on Armed Services
Andrew	Grotto	National Security Council
Natasha	Hickman	Sen. Richard Burr
Lee	Holmes	Sen. Lindsey Graham
Kelley	Hudak	Majority Whip Steve Scalise
Daniel	Huff	House Subcommittee on Regulatory Reform, Commercial and Antitrust Law
Z.J.	Hull	Rep. Zoe Lofgren
Leslie	Hylton	Sen. Al Franken
Matt	Jensen	Sen. Orrin Hatch
Adam	Jorde	Rep. Kevin Cramer

Grace	Koh	House Subcommittee on Communications and Technology
Daniel	Kroese	Rep. John Ratcliffe
Eve	Lieberman	Rep. Jared Polis
Bart	Massey	Sen. Mike Enzi
Liam	McKenna	Senate Committee on Homeland Security and Governmental Affairs
Todd	Metcalf	Senate Finance Committee
Katherine	Monge	Minority Leader Nancy Pelosi
Sasha	Moss	Rep. Blake Farenthold
Sarah	Moxley	Rep. Pete Olson
Ryan	Newman	Sen. Ted Cruz
Andrew	Noh	Rep. Linda Sanchez
Esther	Oh	Rep. Xavier Becerra
Joan	O'Hara	House Committee on Homeland Security
Cheri	Pascoe	Senate Subcommittee on Consumer Protection, Product Safety, Insurance and Data Security
Chad	Rhoades	Sen. Thom Tillis
Aaron	Ringel	Rep. Mike Pompeo
Brian	Romick	Minority Whip Steny Hoyer
Zach	Rudisill	Sen. Robert Portman
Trevor	Rudolph	Office of Management and Budget
Terra	Sabag	Rep. Rick Larsen
Grant	Schneider	National Security Council
Mary Beth	Schultz	Senate Committee on Homeland Security and Governmental Affairs
Rebecca	Seidel	Senate Committee on Commerce, Science, and Transportation
Brendan	Shields	House Committee on Homeland Security
Becca Kelly	Slaughter	Sen. Chuck Schumer
Tiffany	Smith	Senate Finance Committee
John	Steitz	Senate Small Business and Entrepreneurship
Mike	Stober	Rep. Erik Paulsen
Kelle	Strickland	Rep. Mike Burgess
Olivia	Trusty	House Subcommittee on Commerce, Manufacturing and Trade
Jason	Tuber	Sen. Bob Menendez
Stephen	Vina	Senate Committee on Homeland Security and Governmental Affairs
Greg	Watson	House Subcommittee on Communications and Technology
Zach	West	Sen. Ted Cruz
Peter	Winter	Sen. Chris Coons
Veronica	Wong	Rep. Darrell Issa
John	Zadrozny	Sen. Ted Cruz
Eric	Zulkosky	Rep. Steve Scalise

ATTACHMENT 2 – Question 12:

ITIF is a non-partisan think tank whose mission is to formulate and promote public policies to advance technological innovation and productivity. Recognizing the vital role of technology in ensuring American prosperity, ITIF focuses on innovation, productivity and digital economy issues. Our interest in the trip is to help staff better understand how new technologies and technology applications are developing and what the trends are likely to be in the future, so that they can better understand and respond to the technological challenges facing our nation.

ITIF is a 501(c)(3) nonprofit organization founded in 2006; the organization is co-chaired by former members of Congress Vic Fazio and Phil English, and governed by a board of distinguished IT and innovation policy leaders and experts. Senators Chris Coons and Orrin Hatch are the Foundation's Honorary Senate Co-Chairs, and Congresswoman Anna Eshoo and Congressman Darrell Issa are the Foundation's Honorary House Co-Chairs.

This trip is part of the "ITIF Education Series" – a set of regular trips with Members of Congress and/or senior House and Senate staff to high-tech and innovation hubs around the country to hear from company leaders about new developments and issues, and to participate in educational forums on IT and innovation policy issues.

ITIF is the sole sponsor, and is organizing and executing all aspects of this trip.

ATTACHMENT 3 – Question 15:

ITIF has selected San Francisco and Silicon Valley, California for this trip because these cities play a very important role in innovation and technology in the United States. This trip will give staff the opportunity to see actual technology demonstrations and presentations by top technology leaders.

Charles W. Dent, Pennsylvania
Chairman
Linda T. Sánchez, California
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana
Kenny Marchant, Texas

Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida
John B. Larson, Connecticut



ONE HUNDRED FOURTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

May 23, 2016

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Clifford C. Stoddard, Jr.
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Mr. Aaron Ringel
Office of the Honorable Mike Pompeo
436 Cannon House Office Building
Washington, DC 20515

Dear Mr. Ringel:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Francisco, California, scheduled for June 1 to 3, 2016, sponsored by the Information Technology and Innovation Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Charles W. Dent
Chairman

Linda T. Sánchez
Ranking Member

CWD/LTS:wfs